

**M e m o r a n d u m**

Date: January 8, 2010

To: Grapevine Inspection Facility

Attention: Lieutenant S. A. Netzer

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**  
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

State Administrative Manual (SAM) Section 8652 requires Departments to conduct a physical count of all state owned property and reconcile the count with accounting records at least once every three years. Departmental records indicate the last command inventory by the Grapevine Inspection Facility was conducted during the month of June 2009. In order to provide independent verification and reasonable assurance to the Office of the Commissioner that California Highway Patrol (CHP) inventory records are complete and accurate, your command was selected for a property inspection.

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on November 17, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 140 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 45 items when rounded up to the next whole number (d).

*Safety, Service, and Security*

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	Population Size (a)	Percentage of Total (b)	Calculated Sample Size (c)	Predetermined List Sample Size (d)
<b>ICU Decals</b>	69	49.29%	21.19	22
<b>Telecommunications</b>	45	32.14%	13.82	14
<b>Fleet</b>	1	0.71%	0.31	1
<b>Weapons</b>	25	17.86%	7.68	8
<b>Total</b>	<b>140</b>			<b>45</b>

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 43 of the 45 items were located. Two items were transferred to other commands. The property inspection results of the equipment recorded on the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing equipment assigned to the command to the OPI inventory lists, 32 of the 37 items reconciled. One item was assigned to another command; one item's tag number has been removed from the property system; and three items were transferred to another command. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through your respective Division by April 8, 2010.

Furthermore, in accordance with the Governor's Executive Order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.



M. C. A. SANTIAGO, CIG

Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field  
Central Division  
Fiscal Management Section  
Telecommunications Section  
Office of Inspections, Audits Unit

## **ATTACHMENT A**

**CALIFORNIA HIGHWAY PATROL**  
**OFFICE OF INSPECTIONS, AUDIT UNIT**  
**PROPERTY INSPECTION DISCREPANCY REPORT**  
**Grapevine Inspection Facility - 424**  
**November 17, 2009**

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER TO PROPERTY RECORD	AVAILABLE FOR INSPECTION	NOT AVAILABLE FOR INSPECTION	COMMENTS
DICTAPHONE	76171		X					Item located on-site in Command. Tag number has been removed from the Oracle database.
Hand-Feld Radio	R65952				X			Item transferred, MIS attached.
Control Head - Mobile	R82010				X			Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.
Mobile Radio	R43435				X			Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.
Mobile Repeater	R45669				X			Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.
Scanner	R80724				X			Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.
Mobile Repeater	R44612				X			Item located in vehicle 6AZC705, CHP 57 attached. Database lists item at 074 Fleet Operations Section.

## **ATTACHMENT B**

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
**Grapevine Inspection Facility - 424**

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	OTHER				
			Y	N	A	T	C
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>							
1 100635	PRINTER SUBSYSTEM LJ4+ P0044H5185	JPGK270877	X				
2 124114	COMPUTER	X138FHGZB215	X				
3 124473	PAS DEVICE	049698	X				
4 133095	FACSIMILE TRANSCEIVER	U56518AIU464002	X				
5 134403	FILE SERVER	D351LJC1H933	X				
6 135315	COMPUTER	USU4360462	X				
7 141522	PRINTER	CNGXG135556	X				
8 142367	DVD PLAYER	170K1692	X				
9 148951	PRINTER	CNRXXJ63001	X				
10 160402	PRINTER	JPRFH20198	X				
11 160547	COMPUTER	MXL8231BBD	X				
12 160548	COMPUTER	MXL8231B25	X				
13 160549	COMPUTER	MXL8231B0T	X				
14 73509	RADIATION MONITOR W/DETECTOR 8556	8539	X				
15 93433	CAMERA STYLUS 200M P029537		X				
16 93829	DICTATING MACHINE PORTABLE P0424H4027		X				
17 93830	DICTATING MACHINE PORTABLE P0424H4027		X				
18 93838	JACK HYDRAULIC 12-TON P0424D4023		X				
19 95793	ION CHAMBER METER P034132	341	X				
20 AF01879	SCANNER 7400C #040D2001	CNI18HS0331	X				
21 XRR0886	ALCOHOL SCREENING DEVICE/CASE P037047	18731	X				
22 XRR1053	PRINTER PAS DEVICE DP1012 P037047	456006082	X				

LEGEND  
(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL**  
**2009 ICU PROPERTY RECORD INSPECTION REPORT**  
Grapevine Inspection Facility - 424

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	OTHER
<b>EQUIPMENT TO INVENTORY LIST</b>								
1	124891	TV/VCR COMBINATION	J1AA41081	X				
2	130023	PRINTER	CNDX305761	X				
3	130638	ROUTER	JMX0724L2AR	X				
4	140453	COMPUTER	2UA62610S2	X				
5	141521	PRINTER	CNGXG13768	X				
6	141632	COMPUTER	2UB54403FW	X				
7	144101	LASER FAX MACHINE	U60298L5J37067	X				
8	144627	COPIER, DIGITAL DUPLEX MULTI-FUNCTIONAL	56001703	X				
9	145338	PRINTER	CNTBD25855	X				
10	145853	SWITCH	FOC1026X1PR	X				
11	148950	PRINTER	CNRXL33517	X				
12	149551	COMPUTER	2UA7100SZ2	X				
13	160487	COMPUTER	MXL8231B65	X				
14	160489	COMPUTER	MXL8231B1X	X				
15	160546	COMPUTER	MXL8231B6M	X				
16	164419	LAPTOP	4505161	X				
17	93432	CAMERA STYLUS 200M P029537	8739	X				
18	XRR0894	ALCOHOL SCREENING DEVICE/CASE P037047						

EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)

Item located on-site in Command. Tag number has been removed from the Oracle database.

**LEGEND**      **(X)** = INSPECTED      **(N)** = NOT INSPECTED      **(A)** = ADDITION      **(T)** = TRANSFER      **(C)** = CORRECTION

LEGEND

## ATTACHMENT C

**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Grapevine Inspection Facility - 424**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	SERIAL#	Y N A T C				OTHER
				V	N	A	T	
<b>PROPERTY INSPECTION LIST TO EQUIPMENT</b>								
1 R100515	Cellular Telephone		07605454335	X				
2 R39583	Base Station - rack type		07-5001	X				
3 R52874	Citizen Band Radio							
4 R54472	Scanner	3QPD931	6AZC705	X				
5 R62883	Hand-Held Radio		AREI-08	402AWW5912	X			
6 R63836	Hand-Held Radio		MM 08-095	402AWWY0717	X			
7 R64169	Hand-Held Radio		18060	402AWWY1633	X			
8 R64912	Hand-Held Radio		12475	402AWWY7446	X			
9 R65952	Hand-Held Radio		18266	402AWWY9480	X			
10 R70912	Battery Charger - Radio				X			
11 R72102	Analyzer/Conditioner - Radio				X			
12 R82010	Control Head - Mobile	11111802	C2519E	X	X			
13 R95353	Control Head - Mobile	3QPD931	6AZC705	X				
14 RS8933	Cellular Telephone			X				
<b>EQUIPMENT TO INVENTORY LIST</b>								
1 R33435	Mobile Radio	11111802	C2519E					
2 R44200	Mobile Radio	3QPD931	6AZC705	X	X			
Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.								
Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.								

LEGEND  
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**CALIFORNIA HIGHWAY PATROL**  
**2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT**  
**Grapevine Inspection Facility - 424**

ATTACHMENT C

ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	OTHER
3 R45669	Mobile Repeater	1111802	C2519E	7723084					X	Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.
4 R54015	Scanner			45006815	X					
5 R67371	Hand-Held Radio	09702		402AXA4596	X					
6 R69323	Hand-Held Radio	18225	MM 08-040	402AXE8423	X					Item removed from vehicle and located in a box at the Bakersfield Area office. The attached CHP 266 was prepared during inspection for the transfer.
7 R80724	Scanner	1111802	C2519E	85002075				X		
8 R88701	Portable Radio			749TDJ8473	X					
9 R88727	Portable Radio			749TDJ8352	X					
10 R99090	Telephone System				X					
11 R99710	Cellular Telephone				X					
<b>EQUIPMENT LOCATED ON-SITE (NOT LISTED ON COMMAND PROPERTY LIST)</b>										
12 R44612	Mobile Repeater								X	Item located in vehicle 6AZC705, CHP 57 attached. Database lists item at 074 Fleet Operations Section.

LEGEND  
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## **ATTACHMENT D**

STATION	EQUIPMENT ID	LICENSE	DESCRIPTION	YEAR	MAKE	MODEL	PM LOC
424	Y 30PD931	6A2C705	COMMANDER VEHICLES	2007	DOD	CHARGER	420

Page Number: 1

any vehicles have been transferred - attach CHP 57 form(s)

VERIFIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

COMMANDERS SIGNATURE : \_\_\_\_\_

LEGEND

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## ATTACHMENT E

## Department of California Highway Patrol

## Complete Area Inventory

424 - Grapevine IF

October 13, 2009

### Officer Issued Weapons

*Issued to officer*

ID# Last Name

First Name

Sent

Control#

### Comments

The image consists of two main sections. On the left, there is a vertical stack of about 18 thick, dark horizontal bars, which appear to be shadows of stacked papers or files. On the right, there is a vertical column of ten blank, lined pages, arranged like a ledger or notebook. The top right corner of the page contains the words "CONTINUED".

Issued to officer:

**Officer Issued Weapons Total:**

### Area Issued Weapons

Serial#

Control#

### Comments

#### LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

Complete Area Inventory

424 - Grapevine IF

October 13, 2009

[REDACTED]  
[REDACTED]  
Ser#      Control#

Comments

[REDACTED]

[REDACTED]  
[REDACTED]  
Ser#      Control#

Comments

[REDACTED]

[REDACTED]  
[REDACTED]  
Issued to Area/Division  
Ser#      Control#

Comments

[REDACTED]

Issued to Area/Division:

Area Issued Weapons Total:

Area Grand Total:

424-02

WHEP 00058 03/13/09 16.49.49  
PRS5 00035 03/13/09 16.49.48

N 001 ALL COMMANDERS

FISCAL MANAGEMENT SECTION - TRAVEL & REVOLVING FUND AND PAYROLL UNIT  
PAGE 5 OF 9

RE: OFFICER VOLUME TRANSFER - (CONTINUED)

NAME AND I.D. NUMBER	FROM	TO
KINDLEY, D.J. #18199	125 HUMBOLDT	175 TRINITY RIVER
KING, B.C. #17784	125 HUMBOLDT	655 SAN GORGONIO PASS
KING, T.J. #16665 (ADMINISTRATIVE-EXPENSES ARE AUTHORIZED IF A MOVE IS CONSUMMATED UNDER THE PROVISIONS OF CHAPTER 3 OF HPM 11.1)	025 CAPITOL PROTECTION SECTION	280 WOODLAND
<u>KNIFFEN, K.J. #18266</u>	424 GRAPEVINE INSPECTION FACILITY	430 FORT TEJON
LANCASTER, C.B. #18551	540 NEWHALL	450 MADERA
LOPEZ, E. #18822	550 SANTA FE SPRINGS	425 SONORA
LOPEZ, J.M. #18154	565 WEST LOS ANGELES	481 PORTERVILLE
LOWDER, J.M. #18276	320 CONTRA COSTA	260 RANCHO CORDOVA
MANIORD, K.L. #18940	565 WEST LOS ANGELES	350 MARIN
MANNING, D.J. #18660	770 MOORPARK	435 FRESNO
MARKEY, L.R. #15884	565 WEST LOS ANGELES	530 SOUTH LOS ANGELES
MARTIN, M.J. #18224	580 WEST VALLEY	651 SAN ONOFRE INSPECTION FACILITY (ONE-YEAR ASSIGNMENT)
MARTINEZ, B.C. #15713*	630 INDIO	656 DESERT HILLS INSPECTION FACILITY (ONE-YEAR ASSIGNMENT)
MASSON, D.K. #18604	865 ARROWHEAD	145 YREKA, HAPPY CAMP RESIDENT POST (ONE-YEAR ASSIGNMENT)
MC CANN, D.E. #15459	246 SOUTH LAKE TAHOE	245 PLACERVILLE
MCBREATHY, J.F. #18871	565 WEST LOS ANGELES	645 SAN DIEGO
MCCONNELL, R.M. #17252	440 HANFORD	480 VISALIA
MERRYMAN, F.S. #18645	590 CENTRAL LOS ANGELES	175 TRINITY RIVER
MEYERS, T.A. #18953	530 SOUTH LOS ANGELES	690 CAPISTRANO

424-03

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

**CREDIT MEMO - EQUIPMENT**

CHP 266 (Rev. 10-07) OPI 076

Return  Repair  Transfer  
 Loan, return by:

FROM: (COMMAND NAME) Grapevine I.F.	LOCATION CODE 424	PREPARED BY Don Smith	DATE 11/17/2009
TO: (COMMAND NAME) Bakersfield	LOCATION CODE 420	NUMBER BOXES/PIECES IN THIS SHIPMENT 4	
SHIPPED VIA	DRIVER'S SIGNATURE		
<input type="checkbox"/> SSU truck <input checked="" type="checkbox"/> Other (specify): Bakersfield ASM			

## EQUIPMENT

*MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC.*

RECEIVED BY (SIGNATURE)

**PRINTED NAME**

DATA

AUTHORIZED BY

CHP 57 - MOTOR VEHICLE ASSIGNMENT AND TRANSFER  
(PAR:CHP 57)

424-01 A  
53  
57

YEAR:	2007	VEHICLE NR:	3QPD931
MAKE:	DOD	LICENSE NR:	6AZC705
MODEL:	CHARGER	REPLACES VEHICLE:	2QKU957
CLASS CODE:	CO	VIN:	2B3LA43G97H844085
DEALER STOCK NR:	7F1015	DATE PLACED IN SERVICE:	08/05/2008
		FUEL CARD #:	195819

E Q U I P M E N T

ITEM:	DESCRIPTION:
A RADIO - CHP	R-44200
A RADIO CONTROL HEAD	R-95353
A REPEATER	R-44612
A SCANNER	R-54472
ANTENNA - UNDERCOVER	
ANTENNA SWITCHING BO	
CABLE - MAIN RADIO	
FIRE EXTINGUISHER BR	
FIRST AID KIT	
FLASHLIGHT CHARGER	
LED MIRROR MT RD/BL	
LED REAR DECKLIGHT	
MAXI -FUSE HOLDER	
SIREN	
TINTED WINDOWS	
UNDERCOVER LICENSE P	
UNDERCOVER RADIO/SIR	
UPHOLSTERED CONSOLE	
WIG WAG FLASHER	

COMMENTS:

420/424 GRAPEVINE INSPECTION FACILITY

ASSIGNED TO LOCATION: 420

RECEIVED BY: Don E. Smith  
(Signature)

PRINT NAME: Don E. Smith

ID NUMBER: A7257

DATE: 8-12-08

----- End of Report -----

ODOMETER: 339  
TRANSFERRED FROM LOCATION: ADT

DELIVERED BY: Julie Anna Roufau  
(Signature)

PRINT NAME: Julie Anna Roufau

ID NUMBER: AD539

DATE: 8/16/08

**Item Number****Look up by** Tag #  Serial #**Look up****Asset Information****Asset # R44612**

SN 7553293

**Model # RVR16HP****Description MOBILE RADIO REPEATER****Vendor Name****Warranty End**

Asset Key MOBILE RADIO REPEATER.RVR16HP.NONE

Location 074.00.00.0

**Vehicle #****Assigned to Vehicle LC#***Reporting Inspection Facility**11/17/09 Item located on  
Vehicle 3QPD931*